


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p>JOB ANNOUNCEMENT (RE-OPENED)</p> <p>EOE/ADA*</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
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PROGRAM COORDINATOR **(JUSTICECORPS)**

SALARY RANGE: **\$2,060.00 - \$2,631.28 Bi-Weekly plus Management Benefit Package**

FILING DEADLINE: **Tuesday, June 20, 2006 at 5:00 p.m.**

FILING REQUIREMENTS: **Completed court application form & Supplemental Questionnaire.**

Please send completed application form & Supplemental Questionnaire to:

**Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Program Coordinator. Under direction, the incumbent develops, implements and coordinates the JUSTICECORPS Bay Area Regional Collaborative in the Superior Court of California, County of Alameda. The Superior Court of Alameda County is the lead court in a Bay Area JUSTICECORPS collaborative that also includes the Superior Courts of San Francisco, San Mateo and Santa Clara counties.

The Program Coordinator develops the on-going training for the college student volunteers placed in the four partner courts; coordinates the supervision of the day-to-day activities of up to 200 JUSTICECORPS volunteer members who provide assistance in various self-help legal access programs throughout the courts in the four partner counties; serves as liaison with the Judicial Council and Administrative Office of the Courts staff who oversee and evaluate this project on a statewide basis; collects data and maintains records in compliance with the federal funding requirements; collaborates with the three Bay Area partner courts, community service programs in several colleges and universities, and multiple community-based organizations agencies throughout the Bay Area and the State; and performs other related duties as assigned. The current job vacancy is assigned to the Self-Help Services Center located at the Wiley W. Manuel Courthouse in Oakland.

TYPICAL DUTIES (May include, but are not limited to the following:)

1. Oversees program development and implementation of the JUSTICECORPS Project within the Superior Court.
2. Develops the on-going training for the college student volunteers placed in the four partner courts; coordinates the supervision of the day-to-day activities of up to 200 JUSTICECORPS volunteer members who provide assistance in various self-help legal access programs throughout the courts in the four partner counties.

TYPICAL DUTIES – Continued

3. Serves as liaison with the Judicial Council and Administrative Office of the Courts staff who oversee and evaluate the project on a statewide basis.
4. Collects data and maintains records in compliance with the federal funding requirements and the requirements of the Administrative Office of the Courts.
5. Collaborates with and coordinates the relationships between the program activities of the three Bay Area partner courts, several colleges and universities, and multiple community based organizations throughout the Bay Area and the State.
6. Collaborates with and coordinates the three Bay Area JUSTICECORPS partners, including three other Bay Area Regional Superior Courts, the Administrative Office of the Courts, local college and university community service offices, and other community based service partners.
7. Oversees the recruitment, training and performance review of the college-student volunteers who provide assistance in court based legal self-help programs.
8. Coordinates the on-going training programs, events and meetings in collaboration with staff from the Administrative Office of the Courts for over 200 Bay Area student volunteers.
9. Oversees the day-to-day activities of the JUSTICECORPS Collaborative project office in the Superior Court of Alameda County.
10. Develops a variety of brochures and publications; writes narrative and statistical reports as required by the federal funder; and develops training materials and other written materials as required.
11. Operates a variety of modern office equipment, including a personal computer, fax and copier.
12. May drive a state or personal vehicle to attend meetings, trainings and/or other official court business.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a degree in law and society, public or business administration, social science, communications or other related field.

And

Experience:

The equivalent to four years of full-time experience in a court system or other comparable complex organizational environment in program operations or administration.

KNOWLEDGE AND ABILITIES

Knowledge of principles of program development and implementation; principles of staff motivation and supervision; strategies for effective development and delivery of staff training programs.

KNOWLEDGE AND ABILITIES – Continued

Ability to enthusiastically motivate and lead college-aged volunteers; assist in coordinating program staff and operations; make sound and objective decisions; manage time in a heavy work schedule; and prioritize assignment; establish rapport with and between judicial officers, court staff and the volunteers; facilitate individual problem recognition, identification and solution; make logical and sound conclusions based on evaluation of facts and conflicting information; prepare concise reports and maintain accurate records; and make formal oral presentations; effectively communicate with people of diverse socio-economic backgrounds, ethnic backgrounds, languages and temperaments; operate modern office equipment and personal computer, and use specified computer applications, including word processing and spreadsheets.

GENERAL INFORMATION

This is a full-time, FLSA exempt management level position. Employment is contingent upon successful completion of a fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, retirement plan, life insurance, Employee Assistance Program, optional deferred compensation plan and management benefits (cafeteria plan, educational reimbursement plan, management leave days and supplemental insurance options).

The examination process will include three components as follows:

- (1) An initial screening of all application materials received by the filing deadline, including Court employment application and supplemental questionnaire.
- (2) A review of the application and supplemental questionnaire to select the best-qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

***Application forms may be obtained at the
Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday, at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at 510-208-3906.***

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SUPPLEMENTAL QUESTIONNAIRE

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of the minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. The questionnaire and the application form will be used in evaluating your qualifications. Please answer the following questions, and submit with your completed application form by 5:00 p.m. on the last day for filing. *Failure to submit a Supplemental Questionnaire will result in disqualification.*

With respect to the relative experience, please provide the job title, employment period (beginning and ending dates), employer name, and major duties and responsibilities. If necessary, either attach an 8-1/2"x11" paper to this questionnaire indicating additional experience or indicate response on the back of this form.

1. Do you possess four years of full-time experience in a court system or other comparable complex organizational environment in program operations or administration?

☐ Yes ☐ No

2. Please describe a self-help legal services program (or other related service) or project that you have been involved in developing, implementing and/or coordinating. What was your specific role in this program or project?
3. Please describe your experience supervising or managing staff or working with volunteers, trainees and/or college students.
4. A significant component of this position will be coordinating the orientation and training of the college student volunteers assigned in a self-help services program. Please describe your experience in coordinating staff or volunteer training program(s).

I, hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____